



SUBJECT: Reporting of Substantive Change	Effective Date: 8-12-09	Policy Number: 4-505
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	Responsible Authority: Provost and Executive Vice President	

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all units sites, institutes, centers, and campuses.

POLICY STATEMENT:

The University of Central Florida maintains compliance with the Southern Association of Colleges and Schools Commission on Colleges of the (SACS-COC) policy, *Substantive Change for Accredited Institutions of the Commission on Colleges*, through the appropriate and timely reporting on areas of substantive change.

DEFINITIONS:

Substantive Change. A significant modification or expansion of the nature and scope of an accredited institution as defined by SACS-COC.

BACKGROUND INFORMATION:

The University of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges. This accreditation provides public documentation of institutional quality and enables the university to seek eligibility to participate in federal programs.

In addition to five- and ten-year reviews by the commission, UCF is required to follow substantive change procedures established by SACS-COC that entail approval by the SACS-COC prior to initiating a substantive change.

Failure to comply with the substantive change procedures of the commission can result in serious consequences that include suspending the activity until SACS-COC approval is received, requiring the university to pay back financial aid dispersed to students, placing the university on sanction, or removing the university's accreditation entirely.

Substantive changes include but are not limited to:

- significantly altering the mission of the institution
- changing governance, ownership, control, or legal status
- significantly changing the length of a program
- initiating a degree completion program
- changing from clock hours to credit hours
- substantially altering the number of clock or credit hours for successful completion of a program
- initiating courses or programs at a different credential level
- expanding programs at the current credential level
- initiating or expanding off-campus sites or distance learning programs
- initiating mergers or consolidations
- relocating an off-campus site, a main campus, or a branch campus
- initiating programs or courses offered through contractual agreement or consortium
- closing a program or the institution

Certain substantive changes require only prior notification. **Other changes require notification and submission of a substantive change prospectus 6 to 12 months prior to the initiation of a substantive change.** Many substantive changes require on-site committee reviews by SACS-COC. On-site reviews require the institution to update its compliance with the SACS-COC resource manual, *Principles of Accreditation: Foundations for Quality Enhancement*, and provide in-depth information on core requirements, comprehensive standards, and federal requirements prior to committee review.

Substantive changes requiring **prior notification** include but are not limited to:

- offering 25% of a program by distance learning
- offering 25% of a program at an off-campus site
- initiating programs or courses offered through contractual agreement or consortium
- adding significantly different programs at an approved site

Substantive changes requiring **prior notification and approval** include but are not limited to:

- initiating distance learning where students can obtain 50% or more of a program
- initiating off-campus sites where students can obtain 50% or more credits toward a program
- closing an institution or program and/or initiating teach-out agreements

PROCEDURES:

Any unit initiating a substantive change to UCF's current accreditation or reaffirmation must notify the UCF SACS-COC liaison in the Office of the Provost and Executive Vice President and as soon as the change is considered. Typically, this would occur 9-12 months in advance of the possible change. The UCF SACS-COC liaison will review each proposal to determine if it constitutes a substantive change that needs to go through the notification and/or approval process for SACS-COC.

Stakeholders responsible for implementing this policy and notifying the UCF SACS-COC liaison are identified in the UCF Substantive Change Procedures available at: <http://www.vpaa.ucf.edu/>.

All questions about whether a change is substantive should be directed to the UCF SACS-COC liaison in the Office of the Provost and Executive Vice President.

All correspondence with SACS-COC will be submitted by the president of the university or designee, the UCF SACS-COC liaison in the Office of the Provost and Executive Vice President. Given their significance to the continued accreditation status of the university, all substantive change requests sent to SACS-COC shall be reported to the UCF Board of Trustees.

RELATED INFORMATION:

University of Central Florida Substantive Change Procedures:
<http://www.vpaa.ucf.edu/accreditation.php>

RELATED DOCUMENTS:

Substantive Change for Accredited Institutions of the Commission on Colleges available at:
<http://www.sacscoc.org/>

CONTACTS:

UCF SACS-COC liaison in the Office of the Provost and Executive Vice President:
<http://www.vpaa.ucf.edu/accreditation.php>.

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-505	
Initiating Authority: <u>[Signature]</u>	Date: <u>8/28/09</u>
Policies and Procedures Review Committee Chair: <u>[Signature]</u>	Date: <u>8-25-09</u>
President or Designee: <u>[Signature]</u>	Date: <u>8/31/09</u>

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